

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT - 78

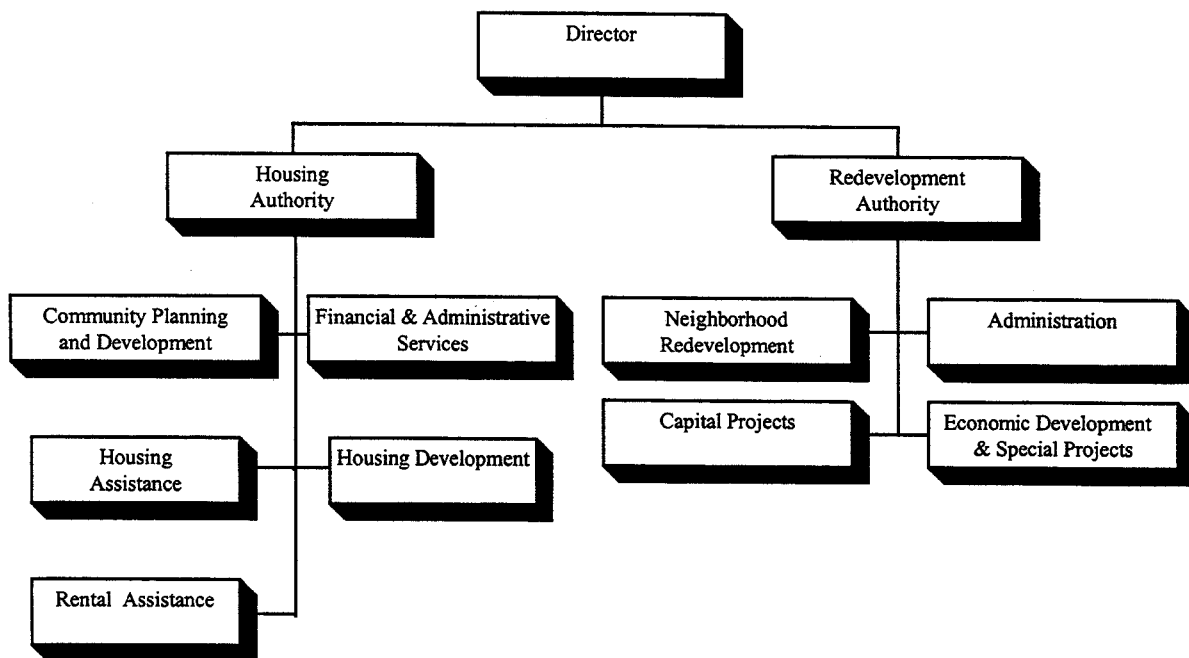
MISSION

The Department's mission is to expand access of the broad range of quality housing products to individuals and families of low and moderate incomes living and working in the County by providing strong management to community and County programs, aggressive grantsmanship, creative financing, innovative planning and productive partnerships with public, private, and community based organizations.

This mission is accomplished through the collaborative efforts of the three components of the Department: the **Department of Housing and Community Development - Office of the Director**, which provides leadership and policy guidance to all divisions of the Department in order to achieve departmental goals; the **Housing Authority**, which provides management of the County's public housing inventory; and the **Redevelopment Authority**, which coordinates revitalization and redevelopment efforts within Prince George's County and acts as a facilitator of redevelopment through partnerships with other private and/or public organizations.

The Director of the Department of Housing & Community Development serves as the Executive Director of the Housing Authority and the Redevelopment Authority.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Represents the County in various local, state and national organizations and serves as a voice for the County's housing and community development interests.
- Administers housing subsidy programs, including Public Housing, Section 8, Transitional Shelter and Housing for Persons with AIDS.

- Develops a range of quality housing for all residents, including families, the elderly, persons with disabilities, those with HIV/AIDS, and the homeless.
- Administers welfare-to-work programs, including job development programs and opportunity counseling programs designed to enable participants to become economically self-sufficient.
- Administers the Community Development Block Grant Program, which consists of distributing and monitoring over \$7 million to a variety of programs including Public Services and Infrastructure Improvements.
- Allocates tax exempt bond financing to housing developers for building and renovating residential properties within the County.

FY2002 HIGHLIGHTS

- The first phase of the Model Block Empowerment Program resulted in 223 homeowners receiving \$2,500 each for exterior renovations, allocating \$650,000 to the Landover community. The U.S. Department of Housing and Urban Development (HUD) honored the Department for "best practices" for the first phase of the Model Blocks Empowerment Program.
- The Housing Authority completed the first phase of the comprehensive modernization program. Approximately \$3 million was expended to upgrade public and assisted housing.
- Implemented several residential redevelopment and new construction projects including the Hawthorne Hill Redevelopment Project in Landover and the Parkway Terrace Rehabilitation Project in Suitland.
- The Housing Authority issued \$33 million in Single Family Mortgage Revenue bonds. Bond proceeds were made available to finance mortgage loans to income-eligible borrowers.
- Provided \$1.2 million in HOME funds to six Community Housing Development Organizations (CHDO) for capacity building and project development. Examples of projects funded are the St. Paul Senior Living Facility in Capitol Heights, Horizon Housing II in Clinton, and the Housing Initiative Partnership (HIP) Homes in Palmer Park.
- Improved the Housing Authority Public Housing Assessment Scores (PHAS), which is determined by the U.S. Department of Housing and Urban Development, from 56.7 percent to 83.5 percent.
- Converted all accounting, budget and inventory functions to a state of the market information technology system that will greatly improve the efficiency and effectiveness of the Department.
- The Welfare-To-Work program assisted families towards self-sufficiency by referring families to educational and training programs and encouraging participation in other self-sufficiency opportunities provided by the Department of Social Services, the County and the community.
- Created a Downpayment Assistance Program for non-first time homebuyers.

FY2003 OVERVIEW

The FY2003 General Fund budget for the Department of Housing and Community Development at \$1,281,700, represents a net decrease of \$285,700 from the FY2002 Approved Budget. The decrease results primarily from decreases in the amount of \$500,800 in operating expenses and increases in salary and fringe benefits in the amount of \$215,100. Operating expenses decrease by \$400,000 for quarterly payments to the Financial Services Corporation (this appropriation is found in the non-departmental section of the FY2003 budget) and \$101,000 for

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ALL FUNDS

general expenses. The increased salaries and fringe benefits result from an increase of two positions in the Office of the Director, which includes staffing for the Department of Housing and Community Development and the Redevelopment Authority.

The FY2003 Grant Fund budget is \$64,339,600, a net increase of \$1,988,500 or 3.19 percent. The increase results primarily from funding increases in the following programs: Housing Opportunities for Persons with AIDS; HOME Investment Partnership Program (HOME); and a new grant, the ROSS Grant. Decreases are expected in Conventional Housing, Housing Counseling (ROC), and the Welfare to Work Program.

Beginning in FY2003, revenues and expenditures associated with the Economic Development Initiative and the Section 108 Commercial Building Loan Fund (CBLF) will be reflected in the budget of the Redevelopment Authority of Prince George's County. In addition, the Community Development Block Grant (CDBG) totaling \$7.4 million will be reflected in the divisions that support the specific programs--the infrastructure and construction grants supported by CDBG funding (\$5,195,000), are reflected in the Community Planning & Development Division and the CDBG administration costs and rehabilitation grant funding, in the amounts of \$1,100,000 and \$1,175,000, respectively, are reflected in the Housing Development Division.

The Resident Opportunity Self Sufficiency (ROSS) Grant is a new grant in FY2003. Funding in the amount of \$200,000 is expected to be awarded by the U.S. Department of Housing and Urban Development to assist the Housing Assistance Division in providing housing and other assistance to the elderly residents of the County.

The Housing Authority will continue to issue tax-exempt bonds for the Single Family Mortgage program to create home ownership opportunities to first time homebuyers. Also, relocation assistance to residents displaced during the renovation of their homes or redevelopment of their communities will be continued.

The Housing Authority will continue to redevelop the Manchester Square Apartments and create Windsor Crossing. The resulting development will consist of a total of 338 units and will encompass the best features of all previous redevelopment projects and will achieve density reduction.

The Housing Authority will continue to provide financial and technical assistance to Community Housing Development Organizations (CHDOs) for the acquisition and/or rehabilitation of rental housing, new construction of rental housing, acquisition and/or rehabilitation of homebuyer properties, new construction of homebuyer properties, and direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by a CHDO with HOME funds.

Funding is not shown for the Housing Counseling (ROC) Program, Permanent Housing Program, Modernization Comprehensive Program, and Section 8 Certificates. The Housing Counsel (ROC) Program has ended; Permanent Housing Program funding has been recaptured; Section 8 Certificates are being incorporated with Section 8 Housing Choice Vouchers for increased program efficiency; and the Modernization Comprehensive Program has been renamed the Public Housing Capital Fund.

However, the Department, along with the Metropolitan Washington Council of Government (COG), has asked the U.S. Department of Housing and Urban Development for a "no cost" (no allocation of new or additional funds) extension of the Annual Contributions Contract (ACC) for the continuation of the Housing Counseling (ROC) Program. This extension, if approved, would continue until June 30, 2003.

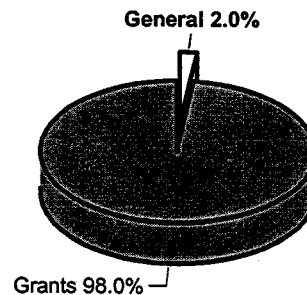
The Department will continue to expand partnerships with other government agencies, private developers and non-profit organizations to extend its presence within the County and to improve the quality of multi-family low and moderate income housing.

FUNDS SUMMARY

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
TOTAL EXPENDITURES	\$ 54,687,979	\$ 63,918,500	\$ 71,708,000	\$ 65,621,300	2.7%
EXPENDITURE DETAIL					
Office Of The Director	614,353	1,567,400	1,588,700	1,281,700	-18.2%
Grants	54,073,626	62,351,100	70,119,300	64,339,600	3.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 54,687,979	\$ 63,918,500	\$ 71,708,000	\$ 65,621,300	2.7%
SOURCES OF FUNDS					
General Fund	\$ 614,353	\$ 1,567,400	\$ 1,588,700	\$ 1,281,700	-18.2%
Other County Operating Funds:					
Grants	54,073,626	62,351,100	70,119,300	64,339,600	3.2%
TOTAL	\$ 54,687,979	\$ 63,918,500	\$ 71,708,000	\$ 65,621,300	2.7%

FY2003 SOURCES OF FUNDS

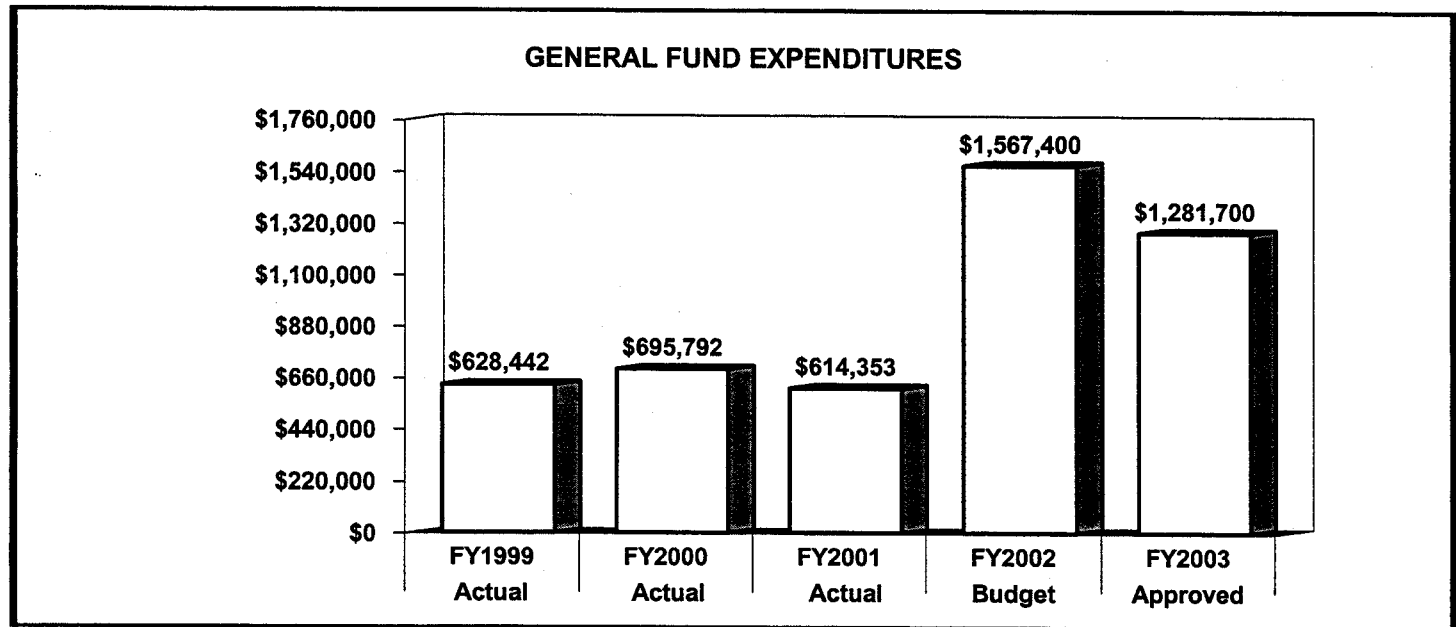
This agency is 98% grant funded with the majority of the grants coming from the U.S. Department of Housing and Community Development.



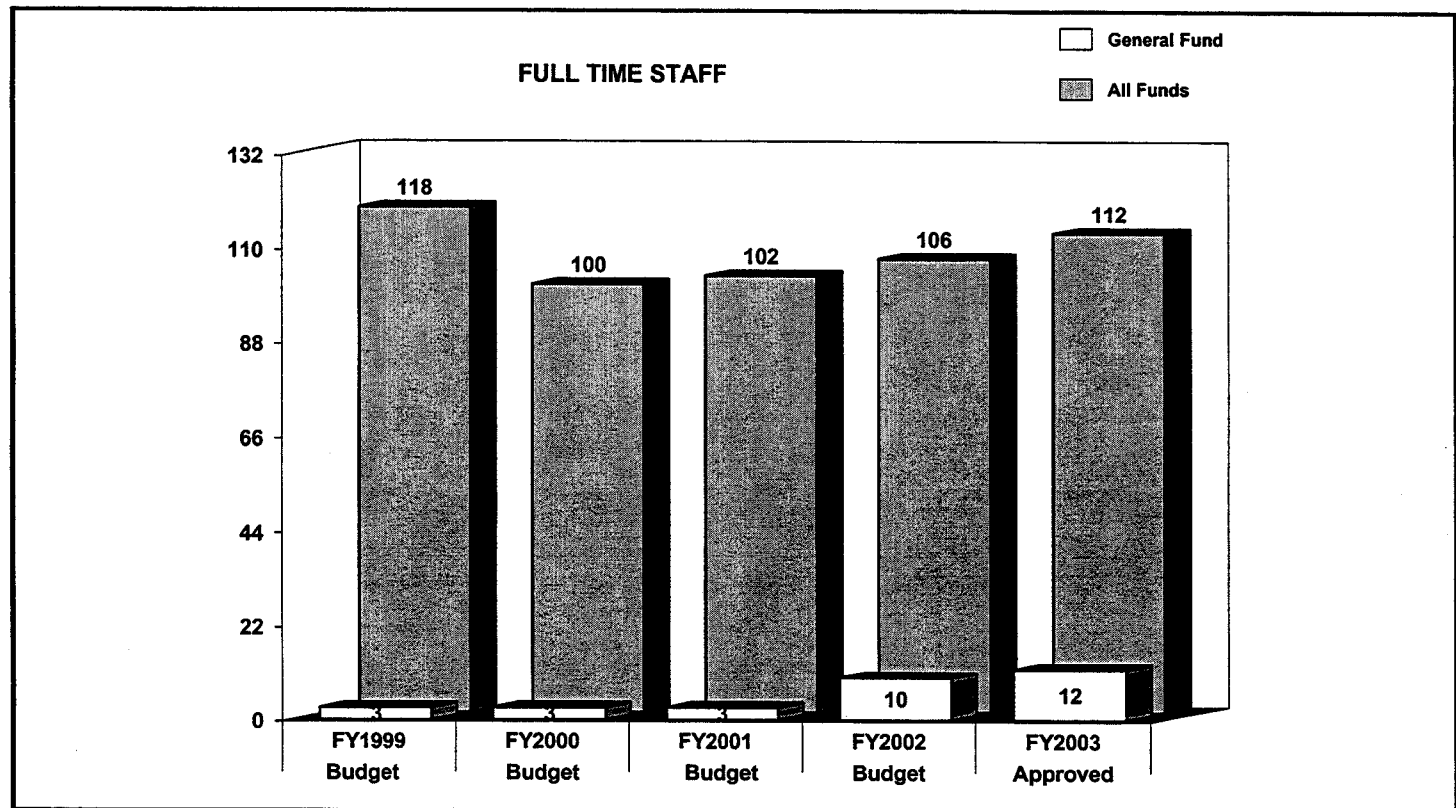
STAFF SUMMARY

	FY2001 BUDGET	FY2002 BUDGET	FY2003 APPROVED	CHANGE FY2002-FY2003
GENERAL FUND STAFF				
Full Time - Civilian	3	10	12	2
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
OTHER STAFF				
Full Time - Civilian	99	96	100	4
Full Time - Sworn	0	0	0	0
Part Time	1	1	0	-1
Limited Term Grant Funded	10	10	14	4
TOTAL				
Full Time - Civilian	102	106	112	6
Full Time - Sworn	0	0	0	0
Part Time	1	1	0	-1
Limited Term	10	10	14	4

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Director	1	0	0
Deputy Director	1	0	0
Associate Director	1	0	0
Administrative Specialists	5	0	0
Administrative Aides	11	0	1
Administrative Assistants	5	0	0
Accounting Service Manager	1	0	0
Accountants	6	0	0
Accounting Technicians	3	0	2
Community Developers	37	0	2
Community Developer Assistants	29	0	8
Community Developer Aides	2	0	0
Community Service Managers	2	0	0
General Clerks	5	0	1
Facility Maintenance/Service	1	0	0
Clerk Typist	1	0	0
Other	1	0	0
TOTAL	112	0	14



A decrease in General Fund expenditures results primarily from decreased operating expenses of \$400,000 for costs transferred elsewhere in the County budget.



Grant positions will expand by four while the General Fund complement grows to support the Department and the Redevelopment Authority.

PERFORMANCE MEASURES

PERFORMANCE MEASURES	FY1999 ACTUAL	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ESTIMATED	FY2003 PROJECTED
<i>Housing Services</i>					
Percentage of rental allowance program funding expended	100%	100%	100%	100%	100%
Number of families in the Family Unification Program*	225	380	420	420	420
Annual inspection rate for units under lease	100%	100%	100%	100%	100%
Number of persons enrolled in self-sufficiency programs*	344	370	410	420	410
Public housing applications processed	1,812	2,186	2,497	2,660	2,600
Units inspected	481	481	481	481	481
Initial certifications	36	48	29	58	50
Annual and interim certifications	4,539	4,921	5,000	5,500	5,000

*Decrease results from funding reductions associated with the Regional Housing Opportunity Grant (ROC) and the Family Self-Sufficiency Program (FSS). The FSS and ROC grants were five year demonstration programs that ended in FY2002. In addition, Welfare to Work Vouchers decreased from 460 to 235 in FY2002, resulting in decreases in program participants.

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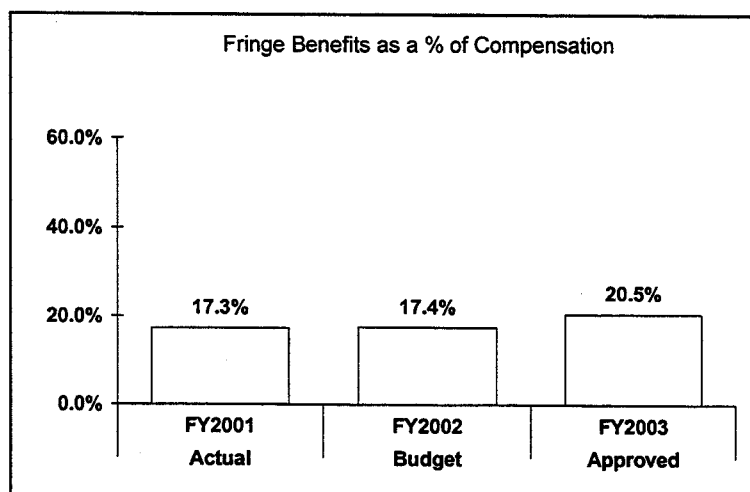
GENERAL FUND

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 259,205	\$ 595,000	\$ 681,700	\$ 758,400	27.5%
Fringe Benefits	44,718	103,700	140,300	155,400	49.9%
Operating Expenses	310,430	868,700	766,700	367,900	-57.6%
Capital Outlay	0	0	0	0	0%
	\$ 614,353	\$ 1,567,400	\$ 1,588,700	\$ 1,281,700	-18.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 614,353	\$ 1,567,400	\$ 1,588,700	\$ 1,281,700	-18.2%
STAFF					
Full Time - Civilian	-	10	-	12	20%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

Compensation increased from the budgeted FY2002 level due to an increase in the number of General Fund supported staff. The General Fund supports staff for the Department and the Redevelopment Authority.

Operating expenses include the County contribution to the Redevelopment Authority of \$304,700 along with routine operating costs including communications and office automation.

MAJOR OPERATING EXPENDITURES FY2003	
General and Administrative Contracts	\$ 304,700
Office Automation	\$ 22,900
Building Repair and Maintenance	\$ 21,000
Memberships	\$ 8,300
Travel-Non-Training	\$ 7,000



OFFICE OF THE DIRECTOR - 01

The Office provides leadership and policy guidance to all levels of the Department to assist Division management in achieving the Department's goals and objectives. The Office performs all personnel, purchasing, and public information functions for the Department; coordinates administrative and clerical support; and reviews local, State, and Federal housing and community development legislation to identify potential impacts on Department programs and services.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 259,205	\$ 595,000	\$ 681,700	\$ 758,400	27.5%
Fringe Benefits	44,718	103,700	140,300	155,400	49.9%
Operating Expenses	310,430	868,700	766,700	367,900	-57.6%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 614,353	\$ 1,567,400	\$ 1,588,700	\$ 1,281,700	-18.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 614,353	\$ 1,567,400	\$ 1,588,700	\$ 1,281,700	-18.2%
STAFF					
Full Time - Civilian	-	10	-	12	20%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

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GRANTS

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATE	FY 2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 4,112,388	\$ 5,271,582	\$ 5,256,744	\$ 6,097,800	15.67%
Fringe Benefits	851,723	1,102,815	1,004,038	1,139,100	3.29%
Operating Expenses	49,109,515	55,976,703	63,858,518	57,102,700	2.01%
Capital Outlay	0	0	0	0	
Sub-Total	\$ 54,073,626	\$ 62,351,100	\$ 70,119,300	\$ 64,339,600	3.19%
Recoveries	0	0	0	0	
TOTAL	\$ 54,073,626	\$ 62,351,100	\$ 70,119,300	\$ 64,339,600	3.19%

The decrease in expenditures is primarily due to decreases in the number of vouchers in the Section 8 program.

The majority of the positions in the department are supported by grant dollars. Section 8 and CDBG funds support over 75% of the grant positions.

	FT	FY2002 PT	LTGF	FT	FY2003 PT	LTGF
POSITION SUMMARY						
Director's Office	3	0	1	3	0	0
Finance	17	0	0	13	0	2
Community Planning & Development	8	0	0	9	0	0
Housing Development	18	0	0	18	0	2
Housing Assistance	18	1	2	19	0	1
Rental Assistance	32	0	7	38	0	9
TOTAL	96	1	10	100	0	14

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GRANTS

Department of Housing and Community Development	FY2001 Actual	FY2002 Budget	FY2002 Estimate	FY2003 Approved	FY2002-FY2003	
					\$ Change	% Change
Community Planning and Development						
Housing Opportunities for Persons with AIDS	\$1,563,907	\$1,563,907	\$1,564,000	\$2,098,000	\$ 534,093	34.15%
Community Development Block Grant	6,956,000	7,470,000	6,570,000	5,195,000	(2,275,000)	-30.46%
Jobs for the Homeless	126,196	132,900	132,900	132,900	0	0.00%
Economic Development Initiative	164,571	1,000,000	1,000,000	0	(1,000,000)	-100.00%
Technology Commercialization Center	0	249,450	249,500	0	(249,450)	-100.00%
Permanent Housing Program	166,500	166,500	166,500	0	(166,500)	-100.00%
Total	\$8,977,174	\$10,582,757	\$9,682,900	\$7,425,900	(\$3,156,857)	-29.83%
Housing and Development Division						
Maryland Housing Rehab Program	\$400,000	\$400,000	\$400,000	\$550,000	\$150,000	37.50%
CDBG Administration	0	0	0	1,100,000	1,100,000	100.00%
Housing Preservation Fund	900,000	900,000	900,000	1,175,000	275,000	30.56%
Weatherization Assistance Program	203,000	203,000	210,000	210,000	7,000	3.45%
CHOICE MPDU	40,000	40,000	40,000	40,000	0	0.00%
LIFT	0	0	0	0	0	0.00%
HOME Investment Partnership(HOME)	2,011,893	3,031,900	3,031,900	3,350,000	318,100	10.49%
Total	\$3,554,893	\$4,574,900	\$4,581,900	\$6,425,000	\$1,850,100	40.44%
Housing Assistance Division						
Drug Elimination	\$91,915	\$124,960	\$125,000	\$125,000	\$40	0.03%
Modernization Comprehensive/Public Housing Capital Fund	362,850	345,954	775,500	775,500	429,546	124.16%
Conventional Housing	2,007,540	2,428,834	1,862,300	1,908,100	(520,734)	-21.44%
Rollingcrest Village	161,027	208,410	177,700	199,000	(9,410)	-4.52%
Homeownership(Marcy Avenue)	100,154	10,440	10,500	10,500	60	0.57%
Ross Grant(New)	0	0	200,000	200,000	200,000	100.00%
Bond Program	482,409	480,222	380,000	380,000	(100,222)	(20.87%)
Total	\$3,205,895	\$3,598,820	\$3,531,000	\$3,598,100	(\$760)	(0.02%)
Rental Assistance Division						
Housing Counseling (ROC)	\$792,269	\$793,800	\$793,800	\$0	(\$793,800)	(100.00%)
Section 8 Housing Choice Voucher	18,724,062	30,812,000	40,794,000	36,752,800	5,940,800	19.28%
Section 8 Certificates	8,611,813	247,100	0	0	(247,100)	(100.00%)
Section 8 Moderate Rehab	2,030,548	2,769,538	2,106,700	1,504,400	(1,265,138)	(45.68%)
Section 8 Substantial Rehab	5,076,120	5,424,198	6,492,300	6,492,400	1,068,202	19.69%
Rental Allowance Program(RAP)	133,687	136,620	136,700	136,700	80	0.06%
Welfare to Work(WtW)	2,967,167	3,411,367	2,000,000	2,004,300	(1,407,067)	(41.25%)
Total	\$38,335,666	\$43,594,623	\$52,323,500	\$46,890,600	\$3,295,977	7.56%
AGENCY TOTAL	\$54,073,628	\$62,351,100	\$70,119,300	\$64,339,600	\$1,988,500	3.19%

FINANCIAL AND ADMINISTRATIVE SERVICES DIVISION

The Financial and Administrative Services Division (FAS) provides budgeting, accounting and logistical support for the Department, which receives funding from a variety of sources, including the U.S. Department of Housing and Urban Development (Community Development Block Grant, HOME, Conventional Housing, Rental Assistance and Leased Housing), bond fees, project income, various State grants, and County general funds, Community Development Block Grant, HOME and County general funds are managed in conjunction with the County's Office of Finance. However, all other funds are managed through the Housing Authority general ledger, fixed assets, accounts receivable and accounts payable. This Division is responsible for coordinating and completing the annual audits and associated activities.

RENTAL ASSISTANCE DIVISION

The Rental Assistance Division (RAD) implements the County's subsidized and assisted housing programs. This Division administers programs that are designed to achieve three major objectives: to provide decent, safe, and sanitary housing for very low-income families while maintaining their rental payments at an affordable level; to promote freedom of housing choice and spatial deconcentration of very low income families; and to provide an incentive to private property owners to rent to very low income families by offering timely assistance payments.

HOUSING ASSISTANCE DIVISION

The Housing Assistance Division (HAD) manages eight Housing Authority properties in the County and provides monitoring for the maintenance contractor. Housing Authority properties include Kimberly Gardens in Laurel, Owens Road in Oxon Hill, Marlborough Towne in District Heights, Rollingcrest Village in Chillum, Cottage City in Cottage City, Coral Gardens in Capitol Heights, and Sugar Hill in Upper Marlboro. This Division also manages the Redevelopment Authority's properties in Suitland Manor.

COMMUNITY PLANNING DIVISION

The Community Planning and Development Division (CPD) performs the contract administration function for all U. S. Department of Housing and Urban Development (HUD), and Community Planning and Development grants to the County. This Division prepares the County's five-year Consolidated Plan for Housing and Community Development and the Annual Action Plan. The Annual Action Plan identifies resources for the financing of housing and community development activities based on approved strategies. The Annual Action Plan also contains the funding application to HUD for the Community Development Block Grant Program (CDBG), including all funding associated with the implementation of the HOME Investment Partnership (HOME), and Emergency Shelter Grant (ESG) programs.

HOUSING DEVELOPMENT DIVISION

The Housing Development Division (HDD) expands the County's stock of decent, safe, sanitary housing units by offering below market rate loans to rehabilitate existing structures, for acquisition of vacant or foreclosed properties, and new construction of single family homes on County-owned land. Programs administered in this Division include the Single Family Housing Rehabilitation Assistance program, Lead Reduction Program, Relocation Assistance Program, Model Block Empowerment Program, Weatherization Assistance Program, and Replacement Housing Program.